



**About Us:** Nokomis Strategies is a dynamic consulting firm dedicated to empowering Tribal communities through culturally grounded and data-driven solutions. As a Native American, woman-owned business with over 20 years of experience, we assist Tribes, Alaska Native Corporations, nonprofits and governments in navigating complex challenges and making impactful decisions.

Our team works across various industries, offering expertise in areas such as executive recruitment, Tribal health sovereignty, needs assessments, broadband expansion, membership forecasting, workforce development, and more. Whether we are developing strategic plans or conducting in-depth analyses, we collaborate with our clients to create sustainable, community-centered outcomes.

Join us in our mission-driven efforts to make meaningful contributions for the organizations and communities we serve.

Learn more at [www.nokomisstrategies.co](http://www.nokomisstrategies.co)

**Job Title:** Executive Assistant

**Location:** Anchorage, AK

**Job Type:** Full-time (in person)

**Job Summary:** The Executive Assistant will primarily focus on supporting the team and the organization with compliance, administrative, and operational support. This position calls for a dynamic individual with strong communication skills, flexibility, a willingness to learn, attention to detail, and a commitment to excellence. This position is located in Anchorage, Alaska and is in-person.

**Key Responsibilities:**

- Provide support for day-to-day management of operation
- Assist with strategic initiatives within the organization
- Record and reconcile financial transactions, including accounts payable and receivable
- Assist with budget preparation and monitoring
- Ensure compliance with financial regulations and company policies
- Monitor and ensure compliance with company policies, procedures, and regulations
- Maintain accurate and up-to-date records
- Assist in the preparation of compliance records and licensure
- Stay informed about changes in relevant laws and regulations
- Coordinate meetings, appointments, and travel arrangements for staff
- Maintain office supplies inventory and place orders as needed
- Assist in the development and implementation of office policies and procedures
- Assist with maintaining corporate records



- Other duties as assigned

**Minimum Qualifications:**

- Proven experience as an Executive Assistant, Office Manager, or similar role
- Strong organizational and time management skills
- Strong background with technology (software and hardware) including Microsoft Office Suite, Adobe, QuickBooks and other office software
- Excellent communication and interpersonal skills
- Resourceful, diligent, able to manage multiple priorities and be proactive
- Attention to detail and problem-solving abilities
- Ability to work independently and as part of a team
- Should deploy emotionally intelligent approaches in dealing with both clients and colleagues—understanding and managing emotions to foster effective interactions
- Ability to problem-solve—identifying and addressing organizational challenges
- Understanding diverse backgrounds and fostering an inclusive environment through cultural competence
- Minimum of 5 years' experience in comparable role

**Desired Qualifications:**

- Bachelor's degree in Business or a related field
- 3-5 years working with Tribes, Tribal Programs, Nonprofits and/or Alaska Native Corporations

**What We Offer:**

- Competitive salary
- Opportunities for professional development and growth
- A supportive and collaborative work environment
- The chance to make a meaningful impact in the community

**How to Apply:**

Priority consideration will be given to applications received on or before April 15<sup>th</sup>, 2025. Send resume and cover letter to [info@nokomisstrategies.co](mailto:info@nokomisstrategies.co) .